

**COMMUNITY ACTION PARTNERSHIP OF SOLANO
JOINT POWERS AUTHORITY (JPA)**

BOARD MEETING MINUTES | JANUARY 28, 2016
1000 Kentucky Street, Fairfield | 10:00AM-12:00PM

JPA BOARD MEETING MINUTES

1. Call to Order at 10:05 a.m. by Chair Dawn La Bar.

2. Roll Call

Members are: The Cities of Benicia, Fairfield, Rio Vista, Suisun, Vacaville, Vallejo, and Solano County. In attendance:

- a. City of Fairfield
 - i. Dawn La Bar, Chair
 - ii. Nicole Holloway
- b. City of Vacaville
 - i. Emily Cantu, Vice Chair
- c. City of Vallejo
 - i. Anne Putney
- d. City of Benicia
 - i. Matt Hart
- e. Solano County
 - i. Daniel Del Monte, County of Solano
- f. City of Rio Vista
 - i. Issac George
- g. City of Suisun City
 - i. Kathy Lawton
- h. Other Attendees
 - o Carrie Sager, HomeBase
 - o Sophia Lai, HomeBase
 - o Keetra Welling, Community Action North Bay

3. Presentations - None

4. Public Comments - None

- Keetra Welling, Community Action North Bay
 - o Is in attendance to hear results of CSBG Funding Update

5. Additions or Deletions from the Agenda - None

6. Approval of the Agenda - Action

- Kat Lawton moved to approve the Agenda; Emily Cantu seconded.
 - o All in favor, none opposed, no abstentions. Motion carried.

7. Consent Calendar - Action

- Minutes
 - Edits: Change time to starting at 2pm, change time at top
 - Emily Cantu moved to approve the JPA Minutes from the November 16, 2015 meeting with these changes; Kathy Lawton seconded.
 - All in favor, none opposed, Anne Putney and Matt Hart abstained. Motion carried.

8. Old Business - NONE

9. NEW BUSINESS –

- CSBG
 - Presentation :
 - Dawn La Bar: The Joint Ad Hoc Committee worked well.
 - Kat Lawton: The process felt like took a long time, but there were many applications. Having interview time was helpful because some agencies still need more work on being clear in their goals and how it fits with CAP Solano JPA RFP.
 - Staff: There were 13 notices of intent to apply, all of whom submitted applications. The Tripartite Advisory Board recommended approving the awards as recommended by the Committee. The amounts awarded were less than the agencies requested; a handout including the agencies' revised numbers of people served based on the new awards is included in the JPA meeting packet. The number of people served is lower than projected in the NPIs for some of the housing numbers, particularly emergency rent assistance, but will exceed the goals in financial budgeting and employment.
 - Dawn La Bar: Leslie Taylor of CSD says there is no procedure to amend the NPIs, but there are 2 options, both without penalty:
 - Amend the annual contract and reduce the numbers on the NPIs
 - In the mid-year report, make a comment on why goals were not reached – state that the applications submitted were focused on employment as opposed to housing. This is fine because annual plans are submitted before issuing the Request for Proposal
 - Also 3rd option: Leslie Taylor said she was not sure if there would be discretionary grants similar to this year, but there would likely be extra CSBG funding this year. For this reason, it would be likely Solano would receive additional funding, and the numbers could be amended then. The JPA

can put out a new RFP that focuses only on housing to reach the goals.

- Emily Cantu: The Ad Hoc Committee evaluated applications based on their merit. Interviews were very helpful in clarifying, both for the better and for the worse. The agencies that did not score as highly did not fall within the priorities. The top candidates were clear on their objectives, including how they fall within JPA priorities. Several have demonstrated success from last year and have spent all of the funding, which is important from the perspective of the fiscal administrator. The recommendations are due to the significant point cut-offs in the scoring, and so it made sense to give awards to the top agencies which they felt confident could meet their goals and spend their funds.
- Board Discussion:
 - Matt Hart: Would there be any penalty for these options?
 - Dawn La Bar: There would be no penalty if we explain why there is a discrepancy, or amend the annual plan and change the NPI goals. We will not lose funds in the future if we choose any of these options.
 - Matt Hart: Is this contingent upon Leslie Taylor's interpretation or general policy?
 - Dawn La Bar: This is general policy. Leslie Taylor is the regional head, so she can set this policy; it should not change if she is no longer in that position.
 - Anne Putney: Did Leslie Taylor give any indication of how much extra money there would be?
 - Dawn La Bar: No.
 - Matt Hart: Please clarify the NPIs in which we fell short.
 - Staff: All of the 6.1 measurements, and especially 6.2 Rent/Mortgage: the numbers in this section were based on applications from Fighting Back Partnership and Salvation Army grants from last year, but Salvation Army did not apply this year and Fighting Back wasn't as highly scored.
 - Matt Hart: How do NPIs impact future CSBG funding?
 - Staff: The State does not define NPI objectives carefully and provides flexibility to each locality to determine how they can best serve the population. As a result, grants are based on entitlement numbers unless the funds are misused.
 - Matt Hart: Are any of the agencies below the 80 point cut off doing things that the JPA wants to encourage? Would not funding them make it more difficult for them to apply in the future?

- Emily Cantu: The Committee felt it was important to award the top-ranked agencies. We want to encourage the agencies to keep delivering their programs. We are not eliminating programs by not awarding funds because most are already receiving funds. We want to encourage new applicants to apply again in the future.
- Dawn La Bar: Some of the agencies that scored lower provide housing, but the number that they could support would be lower than projected if the funding were distributed among more applicants.
- Kat Lawton: It does not make sense to put funding out to agencies that do not yet have the capacity to provide the programs.
- Staff: Some agencies providing housing were not providing permanent housing or were not Housing First. Staff will provide feedback to agencies not receiving funding to encourage them to apply in the future and to strengthen their capacity.
- Matt Hart: We are a county-wide organization and we should be engaging all of the cities. Do the grants that we have here reflect that? Maybe we can go to our respective city's organizations to encourage them to apply in the future.
 - Dawn La Bar: We should confirm these agencies are on the distribution list. We should also just engage in outreach. Perhaps agencies can be reached out to. They may need personal connection.
 - Public Comment: Daniel Del Monte – there should always be as much outreach as possible. The issue might also be fewer agencies in Rio Vista and Benicia.
 - Issac George: Can provide an updated list of Rio Vista agencies, such as Rio Vision (community-wide, less focus on housing), Rio Care (medical care, psychiatric counseling).
 - Staff: Most projects will serve the entire County, but they are mostly based in Fairfield.
 - Matt Hart: Would it be of value to have staff reach out to Rio Vista agencies so that they see it as a resource?
 - Dawn La Bar: It would make sense for more City representatives to conduct that outreach.

- Public Comment: Daniel Del Monte – Children’s Network could help connect to all the family resource centers in the County, including in Benicia and Rio Vista.
 - Matt Hart: If a project scores higher for serving the entire county, how does that work for a city-based organization like Benicia CAC?
 - Kat Lawton: They get Season of Sharing for the whole county, so they are used to working on that county-wide level.
 - Staff: Smaller agencies can also collaborate and join together to increase their geographic range.
- Public Comment:
 - Daniel Del Monte: Thanks for all of your work
- Board Action:
 - Kat Lawton moved to approve the 2016 CSBG Ad Hoc Committee recommendations, Issac George Seconded
 - All in favor, none opposed, no abstentions.
- **Contract Changes**
 - Board Discussion:
 - Staff: Will have something by January meeting.
 - Public Comment: none
- Action:
 - Kat Lawton moves to approve the Chair to contract, Emily Cantu seconded
 - All in favor, none opposed, no abstentions.
- **Annual Report**
 - Dawn La Bar: Annual report to share about the accomplishments for the JPA, CoC, and TAB. There has not been a report for the last 2 to 3 years. We will share this with the Board of Supervisors, cities, community stakeholders, press, distribution lists, etc.
 - Staff:
 - Reviewed report contents
 - Board Discussion:
 - Matt Hart: What was the nature of the 25% negative comments? How can we improve HMIS?
 - Dawn La Bar: Needs more visuals, charts, boxes showing accomplishments, in addition to the words
 - Emily Cantu: Visual Summary – with bullet point / visuals
 - Kat Lawton: Wants electronic version

- Dawn La Bar: Do JPA members want to send this out to the representatives of their cities?
 - Emily Cantu, Kat Lawton, Anne Putney – yes
- Dawn La Bar: Will draft press release and send to publications
- Emily Cantu: Should we put this on the February agenda?
- Staff: Will send out an electronic version; JPA members will send comments by Wednesday, 2/3 by close of business.
- Dawn La Bar: On Tripartite Advisory Board page, note the Chair and Vice-Chair.
- Matt Hart: CSBG funds are listed; can CoC competition funds also be added and the funding broken down in some way?
- Dawn La Bar: Consider adding an Introduction statement

10. STAFF REPORT

- Continuum of Care Competition Survey - PRESENTATION

- Staff Presentation:
 - All of the agencies were invited to take a survey on the CoC Program Competition
 - 6/9 agencies responded
 - Survey results were provided as a handout in the JPA meeting packet
 - New Projects: Dawn La Bar: The bonus points structure resulted in a negative impact on important projects because it unfairly favored renewal and housing projects.
 - Appeals process was the most controversial; 2 out of 6 agencies did not feel they had adequate time.
 - Staff: Next year we will include a sample budget for New Projects

- Vets@Home - UPDATE

- Staff Presentation:
 - Call last week with Dawn La Bar, JPA/CoC Staff, and Veteran services providers to try to make better use of technical assistance and to create a plan. The priorities are to clarify how to create and manage a by-name list of homeless Veterans in the county, including how to deal with privacy. The team asked for examples of other similar counties that have successfully implemented this policy (i.e. rural plus urban, without significant VA resources.)
 - This technical assistance is funded through HUD providing up to 12 hours to end veterans' homelessness.
 - Staff will follow up with TA provider to move forward with plan.
- Board discussion:
 - Matt Hart: What is Solano County doing to obtain funding and not just technical assistance to house veterans?
 - Staff: HUD-VASH (Veterans Administration) and SSVF funding (Berkeley Food & Housing Project and North Bay Veterans Resource Center) are currently in place in Solano

- Nicole Holloway: HUD gave more funding for vouchers, but the problem is that there is not enough housing available. Many of the veterans are moving to Central Valley due to the housing market.

- **Grant Workshop – UPDATE**

- Staff Presentation: There was good turnout and feedback on the grantwriting workshop. 28-30 people RSVPed, 38 people attended, and 7-8 of the CSBG applicants attended. It was a good networking event as well.
- Matt Hart: The Solano Community Foundation also does grantwriting workshops. Can you follow up with them to see if there are opportunities for collaboration?
 - Dawn La Bar: Yes, will follow up by next meeting

- **Upcoming Funding Opportunities – (See Materials Distributed)**

11. COMMENTS FROM BOARD MEMBERS –

- Matt Hart: What was the outcome of the 2014 audit for CAP Solano Inc. discussed at the November JPA meeting?
 - Emily Cantu: Solano County will conduct the audit for CAP Solano Inc. I confirmed with the state agency administering CSBG funding that this is acceptable.
 - Matt Hart: My concern is that the County was part of the problem with the accounting. Should we get someone from the outside to look at this with fresh eyes?
 - Emily Cantu: These are two different issues. The scope of this audit of CAP Solano Inc. is just looking at the transactions for 2014.
 - Dawn La Bar: What is the status?
 - Emily Cantu: Closing the books is a time-consuming process. There will be findings in the audit because the books are not closed and there is missing information. There is not much that we can do. We are working with Sue Goranson and P.J. Davis. We are not getting the information because they keep saying that other people have the information.. The finance department of Vacaville is leading this effort.
 - Matt Hart: Would it be helpful to have a conference call to clarify what everyone knows?
 - Emily Cantu: I will suggest this. This is a good suggestion.
 - Dawn La Bar: We should have an update on this and have this as a standing item on the agenda until this is resolved. This should be an update and not a full discussion on the history.

- Issac George: Tim Chapa has left the City of Rio Vista City Manager position. Issac George has been promoted to Community Development Director. Rio Vista is looking for a new City Manager. In the interim, the Police Chief is the City Manager. The City Council will appoint the JPA representative. Issac George will continue to attend JPA meetings until the JPA appoints someone else and will update the JPA on any changes for contact information.
- Emily Cantu: My program administrator is retiring, so we are looking for a replacement. She oversees Section 8, loans, etc. If you know anyone with the background to run the program, please let me know.
- Issac George: Wants to commend the HomeBase on how far we have come. We have done a lot better with using data, analysis, and the only criticism is to try to do more with housing.

12.ADJOURNMENT

- Kathy Lawton moved to adjourn; Emily Cantu seconded.
- All in favor, none opposed, no abstentions. Motion carried.
- Meeting adjourned at 12:10 p.m.

For more information, please contact Solano@homebaseccc.org.